

PERSONNEL POLICY
Fauquier County, Virginia

Policy Title:	Section No.	Effective Date:
Applicants and Applications	11	1/1/97
		Supersedes Policy
		9/28/86

I. **Open Continuous Applications**

~~Applications will be accepted by the Department of Personnel only when a vacancy exists.~~

II. **Method of Application**

~~Each applicant for a competitive service position shall make application on the official joint County/School employment application form obtainable from the Department of Personnel. All applications shall be submitted to the Department of Personnel. Applications and related material shall be considered the property of the County.~~

III. **Limited Application Acceptance Period**

~~The Department of Personnel may, in its discretion, fix a reasonable time limit during which applications will be accepted and considered for an announced position.~~

IV. **Examination of Applicants**

~~All applicants for advertised positions are screened by the Department of Personnel according to criteria cited in the advertisement as well as the requirements listed in the class specification. Qualified applicants, as determined by the Department of Personnel, are forwarded to the department where the vacancy exists. Interviews will be conducted by appropriate supervisory authorities or their delegates.~~

~~The Board of Supervisors/School Board has delegated its authority to make appointments to appropriate supervisory authorities except in those cases specifically identified in the Personnel Policy.~~

V. Disqualification of Applicants

~~_____ The County reserves the right to reject applicants for any lawful reason. Causes for rejection of an applicant may include, but are not limited to the following examples, which are set forth for illustrative purposes only:~~

~~_____ 1. That the applicant does not meet the basic and necessary requirements specified in the announcement for admission to the examination;~~

~~_____ 2. That the applicant has falsely stated any material fact or has attempted to practice deception or fraud in his/her application;~~

~~_____ 3. That the applicant is dependent or addicted to the excessive use of controlled substances or intoxicating beverages;~~

~~_____ 4. That the applicant has been found guilty of a felony, misdemeanor, or of a crime involving moral turpitude or of disgraceful conduct, such as to render him/her presently unfit, in the judgment of the Department of Personnel for a position of the class for which he/she is applying or for the County service;~~

~~_____ 5. That the applicant has a record of previous unsatisfactory service, in County/School employment or elsewhere, of such a nature as to demonstrate unsatisfactory service for employment in a position of the class for which he/she is applying;~~

~~_____ 6. That the applicant has used or attempted to use, prior to, during or subsequent to the examination, fraud or pressure of any kind for the purpose of bettering his/her grade in the examination or to obtain certification to any position.~~

VI. Disqualification Notice

~~_____ Each applicant whose application is rejected shall be notified by the Department of Personnel, who need not advise the applicant of the reasons for rejection.~~

VII. Notification of Acceptance

~~_____ Each applicant whose application is accepted will be notified by the Department of Personnel or a supervisory authority and advised as to one or more of the following:~~

- _____ 1. _____ That he/she is to report for an interview;
- _____ 2. _____ That he/she is to report for an examination (oral, written post offer employment physical or any combination thereof) and/or interview on a given date;

VIII. Competitive Service Employee Applications

_____ An employee of the County/Schools shall be free to make application for competitive service positions for which he/she believes he/she may be qualified. For recruitment purposes only, Auxiliary Deputies and Explorers are eligible to apply for position vacancies in the Sheriff's Office. Such application shall be submitted to the Department of Personnel. An employee shall also be free to make application for any position outside the County Government/School System. Any employee making application shall not be penalized for so doing, nor shall continuance in his/her present position be jeopardized. The other provisions of these regulations shall apply to employee applicants, as appropriate.

IX. Employment Policy

_____ Discrimination against any person in recruitment, examination, appointment, training, promotion, retention, discipline or other aspects of personnel administration because of political or religious opinions or affiliations or discrimination on the basis of race, age, sex or physical requirements is prohibited except that such discrimination may constitute a bona fide occupational qualification necessary for proper, efficient County/School administration.

X. Nepotism

_____ Individuals having relatives employed by Fauquier County Government/School System may be employed in the County/School service provided the individual is not;

- _____ 1. _____ Directly supervised by a relative;
- _____ 2. _____ Within the same division of the department as the relative;
- _____ 3. _____ In a number two position in the department where even in a temporary situation one relative would be supervising the other.

XI. **Retention of Applications**

_____ Applications will remain in an active status for one (1) year.

XII. **Medical Examinations**

_____ Final employment offers for certain positions are contingent upon the applicant satisfactorily passing a medical examination as specified in the appropriate section of the County Personnel Policy.

XIII. **Applicant Travel Reimbursement**

_____ Candidates for position vacancies may be reimbursed for travel expenses only at the discretion of the County Administrator/Superintendent of Schools. The rate will be determined by, and must be approved by, the County Administrator/Superintendent of Schools.